Basic MCQ Test: MS Word and MS Excel

1. What is MS Word primarily used for?

   A. Calculations

   B. Writing documents

   C. Making presentations

   D. Creating databases

2. Which tab in MS Word contains font settings?

   A. Insert

   B. Home

   C. Design

   D. Review

3. Which key is used to copy selected text?

   A. Ctrl + C

   B. Ctrl + V

   C. Ctrl + X

   D. Ctrl + Z

4. What is the default file extension of MS Word 2016?

   A. .xls

   B. .doc

   C. .docx

   D. .ppt

5. Which feature helps to check spelling in MS Word?

A. Find

B. Spell Check

C. Track Changes

D. Insert Table

6. What is MS Excel primarily used for?

A. Typing essays

B. Watching videos

C. Data organization and calculation

D. Playing music

7. Which symbol is used to start a formula in Excel?

A. &

B. =

C. $

D. #

8. Which function is used to find the sum of numbers in Excel?

A. COUNT()

B. TOTAL()

C. SUM()

D. ADD()

9. What is a cell in Excel?

A. A box to write text

B. A page number

C. A unit of memory

D. A box where a row and column intersect

10. Which of these is a valid Excel file extension?

A. .docx

B. .xlsx

C. .pptx

D. .txt

11. In Word, which tab is used to insert pictures?

A. File

B. Insert

C. Design

D. Layout

12. Which feature allows changing the page layout in Word?

A. References tab

B. View tab

C. Layout tab

D. Insert tab

13. What does 'Ctrl + S' do?

A. Print document

B. Save document

C. Close document

D. Undo action

14. Which tab is used for charts in Excel?

A. Review

B. Insert

C. View

D. Data

15. Which menu in Word allows printing?

A. Insert

B. File

C. Home

D. Design

16. Which bar in Excel shows the formula of a cell?

A. Task bar

B. Menu bar

C. Formula bar

D. Status bar

17. Which is NOT a part of MS Word?

A. Table

B. Image

C. Function

D. Text box

18. How can you bold text in Word?

A. Ctrl + U

B. Ctrl + B

C. Ctrl + I

D. Ctrl + A

19. In Excel, columns are labeled as?

A. Numbers

B. Letters

C. Symbols

D. Roman numerals

20. In Word, what does 'Ctrl + Z' do?

A. Zoom in

B. Undo last action

C. Redo last action

D. Save

Bubble Sheet (Student Response Sheet)

Q.No	A	B	C	D
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